



**U.S. DEPARTMENT OF  
COMMERCE  
Bureau of the Census  
Recruiting Bulletin**

**Issue Date:** May 1, 2009

**Recruiting Bulletin No:** 3299-AMR-09-012

**Closing Date:** June 1, 2009

**Location:** Multiple locations in Southern California and Hawaii

**Position Title:** **Assistant Manager for Recruiting (AMR)**

**Pay Rate:** \$19.25 - \$21.25 per hour. Pay rate varies by location.

*\*These are 2009 Administratively Determined (AD) pay rates and any locality or cost of living has already been included in how the pay rates were determined and are not in addition to the current pay rate. Therefore any additional COLA or locality pay does not apply.*

**Number of Vacancies:** Few

**Excepted Service Appointment:** This is a not to exceed 1 year Schedule A appointment  
Not to exceed 9/25/2010

**Area of Consideration:** Candidates residing within the local census office boundaries of Fresno, Imperial, Inyo, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Luis Obispo, Tulare, Los Angeles, Orange, Riverside, San Benito, San Bernardino, San Diego, Santa Barbara, Ventura, Oahu, Kauai, Hawaii, Maui Counties. Applications will be assigned to the Local Census Office based on their residence within the Local Census Office Boundaries.

**Work Schedule:** This is a temporary Full-time position, covered by the mixed-tour employment program. A mixed-tour work schedule may be changed from full-time to part-time or intermittent to accommodate fluctuating workloads.

**Who May Apply:** All Qualified U.S. Citizens. Applications considered for Local Census Office within the Local Census Office boundaries of their residential address.

**Duties: Assistant Manager for Recruiting (AMR):** Responsible for the management and supervision of the recruitment and testing of applicants to fill ELCO/LCO positions. Prepares an ELCO/LCO recruiting plan to ensure that staffing needs are met for all field and office positions. Implements and evaluates the recruiting plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the ELCO/LCO to ensure a locally representative workforce of census employees. Assists the Local Census Office Manager (LCOM) to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Conducts the recruitment process to assure that applicants are identified and tested. Maintains liaison with organizations that refer applicants and other employment sources. Recruits, selects, and trains recruiting assistants, office operations supervisors (OOS), and the office clerks responsible for scheduling and conducting employment tests of applicant indigenous to the ELCO/LCO operations area. Monitors the applicant pool to ensure that it contains sufficient numbers of qualified applicants to fill all field and office positions in all geographic areas of the ELCO/LCO.

**Qualifications:** To qualify for the Assistant Manager for Recruiting position, all applicants MUST:

- Pass a written management test
- Possess the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Assistant Manager for Recruiting. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

**HOW TO APPLY:** Follow the steps and submit a SEPARATE application packet for each area desired. ***Failure to do so will result in loss of consideration for that area.***

**Step 1: Complete the following forms...**

- Résumé, listing your work duties and accomplishments relating to the job for which you are applying and/or Optional Application for Federal Employment [OF612.pdf](#)
- Declaration for Federal Employment [OF306.pdf](#)
- [Evaluation Criteria Statement for Assistant Manager for Recruiting Position.](#) (refer to Step 2)
- Exam required (refer to Step 3)

Additionally, the following information must be included in your résumé/application to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, and Position title.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference must submit an SF-15, Application for 10-Point Veteran's Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 877-232-3385.

**Step 2:** To be considered, all applicants must complete the attached Evaluation Criteria Statement form addressing each question in column A. You must indicate the job from your attached resume that verifies the answer you selected OR write in your experience in the space provided in Column B.

**Take all completed application forms along with the Evaluation Criteria Statement Information with you to your scheduled exam.**

If you have previously taken the Management/Supervisory 29 question 60 minute exam. You do NOT have to re-test. Mail your application directly to:

U.S. Census Bureau  
Los Angeles Regional Census Center  
9301 Corbin Avenue, Suite 1000  
Northridge, CA 91324  
Attn: 3299-AMR-09-012

**Step 3: Please call 866-861-2010 press zero and enter your zip code to RSVP for the next available test session in your area.**

**APPLICATION DEADLINE:** Application materials must be received before attending the written exam session. Applications will be referred to the selecting official as vacancies arise and all positions are filled.

**Payment of relocation expenses IS NOT authorized.**

For further information on this vacancy you may contact, recruiting, at 866-861-2010

**CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants <b><u>are required</u></b> to answer each of the <b>three</b> questions below in Column A by circling the best response <b><u>and</u></b> supporting that response in Column B.</p>	<p><b>Applicants are also required to complete the following:</b></p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b>OR</b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</b></p>	<p><b><i>Response must support answer circled in Column A</i></b></p>
<p><b>a.</b> I have managed a geographically dispersed team of recruiters that included <b><u>all</u></b> of the following: a) managing at least <b>two</b> levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included <b><u>all</u></b> of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</p>	
<p><b>b.</b> I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included <b><u>some</u></b> of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</p>	
<p><b>c.</b> I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead <b><u>or</u></b> I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for <b><u>some</u></b> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p>	
<p><b>d.</b> My experience is less than what is described above.</p>	

**EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR RECRUITING**

COLUMN A	COLUMN B
<p>Applicants <b><u>are required</u></b> to answer each of the <b>three</b> questions below in Column A by circling the best response <b><u>and</u></b> supporting that response in Column B.</p>	<p><b>Applicants are also required to complete the following:</b></p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b>OR</b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b><u>must include</u></b> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>2. Please select the answer that best describes your experience maintaining effective relationships with the local news media, community leaders, and organizations, and/or local governments' officials in order to promote community assistance in finding applicants.</b></p> <p><b>a.</b> I have experience at the executive level building and maintaining strong relationships with <b><u>all</u></b> of the following groups to find and encourage applicants: community based organizations, volunteer organizations, and government entities. I have experience managing vacancy announcements and postings in local media for an entire organization.</p> <p><b>b.</b> I have experience building and maintaining strong relationships with <b><u>some</u></b> of the following groups: community based organizations, volunteer organizations, and government entities but not at a senior level. I have experience posting job vacancy announcements via media outlets.</p> <p><b>c.</b> I have experience collaborating with other groups <b><u>or</u></b> being responsible for the soliciting of applicants' via media outlets.</p> <p><b>d.</b> My experience is less than what is described above.</p>	<p><b><i>Response must support answer circled in Column A</i></b></p>
<p><b>3. Please select the answer that best describes your experience preparing and presenting recruitment talks and formal speeches to moderate sized or larger groups (over 20 people).</b></p> <p><b>a.</b> I have experience developing and making oral and written presentations for groups of 20 or more people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences on recruitment topics.</p> <p><b>b.</b> I have experience developing and making oral and written presentations to groups of fewer than 20 people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences, but have not used this experience related to recruitment topics.</p> <p><b>c.</b> I have developed oral and written presentations in the past or developed presentations for a supervisor. However, I have not personally delivered a presentation in front of a group in a professional setting.</p> <p><b>d.</b> My experience is less than what is described above.</p>	<p><b><i>Response must support answer circled in Column A</i></b></p>